

Jack Dalrymple, Governor
Maggie D. Anderson, Executive Director

MEMORANDUM

Date: June 14, 2016

To: County Social Service Offices, Non-Emergent Medical Transportation Providers

From: North Dakota Department of Human Services, Medical Services Division, Kari Charvat, *KC*
Compliance Technician

Subject: Documentation Requirements for Non-Emergent Medical Transportation

Effective July 1, 2016 Non-Emergent Medical Transportation providers will be responsible for documenting transportation services provided as outlined in the attached billing guideline. As a Medicaid transportation provider you are responsible for keeping written records for each member (Medicaid beneficiary) that is transported to a Medicaid covered service.

Failure to maintain the required documentation can result in your termination as a transportation provider and may result in the Department pursuing overpayment recoveries. You must retain your records even if you stop providing transportation services. The Department and other auditing entities have the right to request supporting documentation for claims submitted for five (5) years from the date of service on the claim.